

LOCAL AGENCY FORMATION COMMISSION OF SANTA CLARA COUNTY

County Government Center, 11th Floor, East Wing
70 West Hedding Street, San Jose, California 95110
(408) 299-5127 (408) 295-1613 Fax

FILING REQUIREMENTS

OUT OF AGENCY CONTRACT FOR SERVICES

An *Out of Agency Contract for Services* application to LAFCO should be from the city or special district proposing to provide services outside its boundaries. The application will not be deemed complete unless all the following requirements are fulfilled:

1. One copy of *Out of Agency Contract for Services Application Form*
2. Certified resolution from agency requesting LAFCO action
3. One copy of signed contract between agency and property owners seeking service that stipulates the terms and conditions of extending service to the property and indicates that service is contingent on LAFCO approval
4. One copy of maps depicting properties seeking service and existing boundaries including city, urban service area and sphere of influence boundaries.
5. One copy of *Environmental Information Form* if requesting categorical exemption from CEQA. If not categorically exempt, 10 copies of a certified environmental document discussing the impacts regarding regional and cumulative impacts, the impacts on agricultural and open space resources and any other environmental issues identified by staff. Negative declarations must include an initial study.

If there is a question regarding whether or not LAFCO will be lead agency or whether the proposal is categorically exempt, an *Environmental Information Form* will need to be completed and signed before meeting with LAFCO staff to determine lead agency status.

6. One copy of all staff reports pertaining to proposal submitted to agency's planning commission, council or board
7. If proposal is requested to alleviate a health and safety concern, a letter describing the situation is required from County Environmental Health Department or other appropriate agency.
8. Four (4) sets of mailing labels for all cities and special districts within the area and project managers or consultants interested in receiving public notice.
9. A list of Assessors Parcel numbers of parcels within the project area, with names of property owners, current City and/or County General Plan land use designations, zoning designations and existing land use for each property.
10. Party disclosure forms signed by each property owner and any other affected party or agent included in the proposal

11. Lobbying Disclosure forms filed by the applicant listing all lobbyists hired to influence the action taken by LAFCO on the application. Must be updated one week prior to hearing date, if necessary.
12. Any additional information required by the Executive Director
13. Filing fee deposit.

ADMINISTRATIVE APPROVAL REQUESTS require the following additional information:

1. Certified resolution from agency requesting LAFCO administrative approval stating that an urgent health and safety concern exists, which requires immediate action
2. Letter from County Environmental Health or other appropriate agency stating that an immediate danger to health and safety exists, repair of the existing system is not possible and that there are physical restrictions that prohibit a conventional service delivery method typically suited to the unincorporated area (i.e., septic tank, private well, etc.)